

DRAFT

Commission for Statewide Contracts to
Support Employment for Individuals with Disabilities
Division for the Visually Impaired
1901 N. DuPont Highway
Biggs Bldg. Conference Room
New Castle, DE 19720
Meeting Minutes
September 17, 2019

Members Present: Clint Walker, Chair; Doyle Dobbins, Vice Chair; Cindy Farmer, member; Cynthia Fairwell, Department of Labor, Vocational Rehabilitation (DOL/VR); Thomas Cook, Ability Network of Delaware (A.N.D./Ex-Officio), and Elisha Jenkins, Director, Division for the Visually Impaired (DVI/Ex-Officio).

Members Absent: Carvella Jackson, member; Dean Stotler, Director, Government Support Services (GSS), and Jamie Johnstone, Department of Finance

Others Present: Jill Morrison, DVI; Mickey Kelley, A.N.D.; and Natalia Magruder, A.N.D.

Others Present by Phone: Julie (Jo) Donoghue, Deputy Attorney General, DAG/Counsel
Lloyd Schmitz, public.

A quorum was determined and the meeting was called to order at 2:00 PM.

Approval of Minutes:

Doyle Dobbins moved to accept the August 20, 2019 meeting minutes; Cindy Farmer seconded. Motion carried.

Old Business:

Ability Network of Delaware's Janitorial Service Proposal for Brandywine School District

1. Request for approval of price adjustment for Brandywine Community School at Darley Road. – Doyle Dobbins moved to accept the price adjustment at Darley Road; Cynthia Farmer seconded. Motion carried.
2. Request for 2nd vote to approve the set-aside for St. Helena's Brandywine Community School – Doyle Dobbins moved to accept St. Helena's as a set-aside; Cynthia Fairwell seconded. Motion carried.

Total number of employees for both sites is 3 (Connections -1 shared and 2 backups).

New Business:

1. A.N.D. request for price adjustments for the minimum wage increase scheduled for October 1, 2019 - Cynthia Fairwell moved to accept the minimum wage increase adjustment; Doyle Dobbins seconded. Motion carried.
2. Review of first draft of the annual report to the governor - Commission members reviewed the draft and stated the corrections needed; Thomas Cook, A.N.D., noted the corrections needed and will submit the final report at the next meeting.

3. Schedule a follow-up meeting to review the second draft of the annual report (9/26 or 9/27) - Commission members agreed that the meeting date for reviewing the final report would be Thursday, September 26, 2019 at 2:30 PM.

Report of the Chair:

The Chair did not have an additional report.

Report of the Sub-Committees:

- **Regulations Sub-Committee:** No report.
- **Central Non-Profit Agencies Subcommittee:** No Report

Report-Ability Network of Delaware (A.N.D.):

Thomas Cook reported that the measurement project is completed on the Carvel Building. Natalia Magruder reported that A.N.D., Facilities Management and the subcontractor were present at the measuring. Originally, the square footage was 302,250. The total square footage including the outside perimeter for cleaning is 305,841.85. New Castle and Kent County Courthouses are next on the list for remeasurement.

Thomas Cook reported on discussions that occurred in the past related to the overpayment that Chimes received. A.N.D. has ongoing discussions with Chimes and Government Support Services (GSS). A meeting held last week with GSS laid out expectations on the timeline to which an offer needs to be made or a referral to the Department of Justice will take place. Chimes needs to decide which way they wish to proceed. Next meeting with A.N.D. and Chimes is September 18, 2019.

Mickey Kelley reported a meeting is scheduled with APEX on Friday, September 27, 2019. APEX assists people with criminal records in expungements and pardons. A.N.D. wants to learn more about the program in order to educate partners. A.N.D. would like to see if it could be incorporated to make it a routine program offered.

Public Comment: Lloyd Schmitz commented on the Business Enterprise Program being a set-aside program of the state and would like a comment incorporated in the Commissions' annual report.

Adjournment:

Doyle Dobbins made motion to adjourn; Cynthia Fairwell seconded.

Meeting adjourned at 3:12 PM by Clint Walker, Chair.

Next meeting date is Thursday, September 26, 2019 at the Division for the Visually Impaired
1901 N. DuPont Highway, Biggs Bldg., Conference Room, New Castle, DE 19720

Respectfully submitted,
Michele Hamilton
Administrative Specialist III
Division for the Visually Impaired